

Minutes of the Manheim Township Public Library Foundation Board Meeting

Wednesday, August 27th, 2014

The meeting was called to order at 5:40 PM. Attendance was taken and a quorum was confirmed.

In attendance: D. Ferruzza, S. Lapp, J. Martin, A. Miller, S. Mecum (Twp Liaison), K. Anderson (Library Director).

Public Comments on the Agenda

D. Ferruzza pointed out that at the edge of the east end of the library parking lot there is a precarious ditch which is unmarked and he is concerned for the safety of the public attempting to park. K. Anderson responded that orange cones will be placed as notice and she will notify the MT Public Works Director and request the ditch be filled.

Minutes of Prior Meeting

Corrections to the July 23rd minutes included:

- Signage: Sam Mecum is removed as he is not on the signage committee and David Ferruzza is added as he is leading the signage committee.

Sheri Lapp made a motion to accept the July 23rd minutes as amended. A. Miller seconded the motion. The motion was unanimously adopted.

Current Business

The Director's July Activities Report was presented by K. Anderson. Important points included: Record breaking usage of Library resources and attendance at programs, Increase in Program Offerings to accommodate numbers of attendees, a 56% return rate on participants in the Summer Reading Program (which is up 10% from last year); and increased numbers at the various Children, Teens and Family programs (June: 3,167, July 3,647 and August 1,700).

The Director's Proposed Budget which has been submitted to the Township Commissioners was reviewed and discussed. If most import is that the staff resources are suffering as experience personnel leave employment for pay consistent with market rates. It is difficult to find qualified personnel to fill the part-time positions at lower than market rates. Additionally, services and programs suffer because the high rate of turn-over requires repeat training of sequential new hires. The Board Members expressed strong support for the Director's budget request for pay increases.

The Director's Report was unanimously accepted upon Motion by D. Ferruzza and a Second Motion by S. Lapp.

Standing Committee Reports

Facilities.

K. Anderson reported that the Board's request that the Book Return box, which was built too high be lowered, could not be addressed at this time as other facility issues needed to be addressed first. Additionally, the plan is that during the winter months the parking lot Book Return box would be closed so that the Library Staff could access the returned books without unnecessary wear and tear on the book carts.

Friends Group.

K. Anderson reported on behalf of the Friends Group that plans for the Annual Used Book Sale to be held on September 9th thru 11th are in place. The Board members were encouraged to volunteer. Board discussion acknowledged the incredible success the Friends Group has had and the many hours and hard work that are dedicated to make the event so profitable.

Board Personnel/Nominating Committee

Currently no openings.

Finance Committee.

No changes from last month's report.

Old Business

Fall Appeal Letter.

The fund raising appeal letter which was jointly drafted by A. Miller and K. Anderson was reviewed by the Board and edits were made. Most significant was the change proposed and adopted by D. Ferruza that the letter be referred to as "End-of-Summer" to coincide with the record breaking Summer Program attendance as well as the fact that the Board will be making further appeal to the public for funds later in the fall, during the November ExtraGive campaign. The "End-of-Summer" Appeal Letter will be signed by the Director and mailed to previous donors the third week of September.

ExtraGive.org

Terms of the ExtraGive Program on Friday, November 21st were discussed. K. Anderson encouraged the Board to each secure five people to join them at the Library on the evening of November 20th so that on-line donations can be made by 50 donors at midnight which would qualify the Library for the chance to win a \$1,000 donation prize. D. Feruzza encouraged the Board members to organize a donor to give each hour of the 24 hour period which would qualify the Library for a donation prize.

Signage Update

Jim Martin will contact Jim Bohan regarding the Library Board's request for improved signage as outlined in the signage report prepared by D. Feruzza. K. Anderson will contact Margie at the Township to pursue adjustments to the current signage as outlined in the signage report prepared by D. Feruzza.

MTPL Strategic Plan.

K. Anderson continues to draft ideas for the MTPL Strategic Plan and will report back to the Board once she has obtained input from Library Staff and patrons.

EITC Grant.

Success! K. Anderson announced that The Manheim Township Library is now an approved organization by the Commonwealth of Pennsylvania to be listed on the Education Improvement Tax Credit website and publications. It is anticipated that this EITC status will encourage business entities to make donations to the Library.

Miscellaneous

D. Ferruzza made a motion to re-open the decision to approve membership of the Library in the Lancaster Chamber of Commerce. J. Martin pointed out that Manheim Township already had a membership and that a separate membership for the Library may not be beneficial. J. Martin seconded the motion to re-open the discussion at the next Board meeting. The motion was passed.

D. Ferruzza expressed gratitude for the time and energy given by Jesse Waters, Director of Bowers Writer's House at Elizabethtown College who volunteers to lead the Wednesday morning Book Discussions which has attendance in the 20-30 range. Fellow Board Members acknowledge along with D. Ferruzza the value of this contribution.

Adjournment

The agenda having been completed, D. Ferruzza made a motion that the meeting adjourn. S. Lapp seconded the motion. The motion was adopted unanimously and the meeting adjourned at 7:30PM.

Respectfully submitted,
A. Miller, Vice President and Board Member